

**THORNDOWN PRIMARY SCHOOL  
& THORNDOWN PRE-SCHOOL**  
**Minutes of the Finance & Premises Committee Meeting**  
**Thursday, 10 November 2016 at 7.30 p.m.**

<b>Membership of the Finance &amp; Premises Committee:</b>	
Vicci Godbold	Head
Frank Newton	FN
Steve Mitchell	SM
Sophie Dale	SD
Rob Jagger	RJ
Cathy Sweet	CS
Debbie Townsend	DT
David Varey	DV
Helen Cooper (Non-governor for this committee)	SBM

<b>Item</b>		<b>Action</b>	<b>Lead</b>
<b>1.</b>	<b>Welcome / Apologies / Declarations of Interest</b>		
1.1	Governors Present: Vicci Godbold, Frank Newton, Steve Mitchell, Rob Jagger and David Varey.		
1.2	Non-Governors Present: Helen Cooper (SBM) and David Clark (Clerk).		
1.3	The meeting was quorate with five governors present.		
1.4	Apologies for absence, with governors' consent: Sophie Dale, Cathy Sweet and Debbie Townsend.		
1.5	Absent: None.		
1.6	Declarations of Interest: Rob Jagger's wife is employed by the school. There were no other declarations of interest by other members of the committee in respect of any item on the agenda.		
<b>2.</b>	<b>Notice of change in order, or any other business</b>		
2.1	The Committee agreed that the business of the meeting should remain in the order on the agenda.		
2.2	The Committee also agreed that there were no items to be considered under Any Other Business.		
<b>3.</b>	<b>Review of minutes and action points of the previous meetings held on 29 September 2016 - see below</b>		
3.1	The minutes of previous meeting held on 29 September 2016, circulated prior to the meeting, were agreed and signed by the Chair as a true record of the meeting.		
3.2	Six of the 13 Action Points from the last meeting had been completed (APs 3, 5, 6, 8, 11 & 13).		
3.3	Five of the remaining seven Action Points from the last meeting were ongoing (APs 2, 4, 7, 10 & 12).		
Primary Finance & Premises 12.01.17			
READ & AGREED AS A TRUE RECORD .....			..... (CHAIR)

3.4	For AP1, it was noted that the SBM had attended a fund-raising seminar and it was suggested that the school could set up a separate charity account for school trips. Under this proposal parents would contribute on a monthly basis to offset the cost of any school trip, and the school could claim gift-aid. SBM and RJ to investigate this option and report back to the next meeting.		
3.5	For AP9, it was agreed that the school would sign-up to a desk-top presentation/visit from Bougyues to discuss energy saving ideas for the Mobilising Local Energy Investment (MLEI) initiative.		
<b>4.</b>	<b>Headteacher's report</b>		
4.1	The Headteacher reported that further latent defects had been found with 35 thermostats not operating in school.		
4.2	She also reported that a grant application for funding for a sensory area had been refused. However Waitrose has agreed to support the school in the new year, and an Eco-day will be arranged in March 2017.		
4.3	All other matters were being discussed in item 6 below, Budget Monitoring 2016/2017.		
<b>5.</b>	<b>Chair's Action</b>		
5.1	There was no additional action to report.		
<b>6.</b>	<b>Budget Monitoring 2016/2017</b>		
6.1	The Headteacher and HC (School Business Manager) referred to the BCR report and notes circulated to the committee prior to the meeting.		
6.2	The BCR and Budget Toolkit have been brought in line following numerous changes to staffing and additional ledger codes set up (MathsHub, Assessment materials, subscriptions).		
6.3	<p><b>Income</b></p> <ul style="list-style-type: none"> <li>• Funding for the child with the statement for 2 TAs has finally been unpicked. Additional funding will be made on the November Funding Statement (approx. £8,5k). This to be placed in 'Contribution to Reserves' as the TA expenditure has already been set and hours are allocated in the budget;</li> <li>• Income from Teachers Sickness claims is greater than budgeted for and can be offset against Supply costs;</li> <li>• Maternity Claims – all claims have been processed;</li> <li>• Lettings income - £5,474; and</li> <li>• Additional funding of £6,000 will be generated by CG's work with the MathsHub. This will offset cover for staff to attend specific maths training.</li> </ul>		
6.4	<p><b>Teachers Pay</b></p> <ul style="list-style-type: none"> <li>• Changes form Performance Management accounted for in budget and to be backdated to September 2016.</li> </ul>		

6.5	<p><b>Midday Supervisor Pay</b></p> <ul style="list-style-type: none"> <li>The school has employed Premier Sport to come in for during lunch hour to run structured games with the year groups (in rotation). They will be working until Easter at a cost of £100 per week. £1,700 has been moved from this budget code to cover the cost of this club.</li> </ul>		
6.6	<p><b>Catering</b></p> <ul style="list-style-type: none"> <li>Uptake of school meals is currently running at an average of 64% (previously 63 %);</li> <li>UIFSM take up is currently 77% a reduction of 4% from the end of last term; and</li> <li>After discussion with Lunchtime UK it was agreed that we would start a rolling programme of inviting adults to join their children for lunch, one class per week. This will start with Reception and move up through the year groups – hopefully raising numbers of UIFSM children taking lunch. Letters to be translated for those with EAL.</li> </ul>		
6.7	<p><b>DFC</b></p> <ul style="list-style-type: none"> <li>Replacement of Reception shed (1k) added.</li> </ul>		
6.8	<p><b>Pre-School</b></p> <ul style="list-style-type: none"> <li>Current Numbers at Pre-School per session were discussed and 39 children per session is financial break-even;</li> <li>Number of children on roll at present is 39, but this represents all the children who will be joining Reception in September 2017;</li> <li>The forecast figures for September 2017 for Pre-School = 35 (not including 2 year olds);</li> <li>2 year olds on the waiting list is 30;</li> <li>Original financial forecast figures, for a full 12 months, were that we would need £147,000 pa which meant that we would need to have 38 children per session in Pre-School to break even;</li> <li>Current forecast is for £150,396 expenditure pa which equates to 39 children per session break-even;</li> <li>Top up funding of approximately £44,000 will be required from the Trustee Account to ensure that Pre-School remains cost neutral with current numbers;</li> <li>Outstanding issues to be addressed by SBM with Playgroup: <ol style="list-style-type: none"> <li>How much money Pavilion Playgroup will be transferring to the Trustee Account;</li> <li>Charitable Trust Governing Instrument to be finalised;</li> <li>New Bank Account to be opened;</li> <li>Final accounts from Pavilion Playgroup to be audited and submitted; and</li> <li>Pavilion Playgroup to be dissolved and Charity Commission advised.</li> </ol> </li> </ul>	Dec 16	SBM
<b>7.</b>	<b>Review of Work Schedule</b>		
7.1	An updated Work Schedule was circulated to the Committee prior to the meeting.		
7.2	The attainment priorities for the academic year include, Mastery in Maths, Reading and Writing. Mastery in Maths has the largest		

	cost implications, but is providing some income. Reading and Writing only need relatively small budgets.		
<b>8.</b>	<b>Benchmarking Data</b>		
8.1	The BCR data from three maintained primary schools of a similar size had been circulated to the Committee prior to the meeting.		
8.2	A PowerPoint outlining comparative data by percentages was also circulated to the Committee prior to the meeting. This included comparison of: <ul style="list-style-type: none"> <li>• Funds delegated by the LA;</li> <li>• Income;</li> <li>• Teaching Staff and</li> <li>• Expenditure in staffing, training, services, resources and supplies.</li> </ul>		
8.3	The benchmarking exercise gave the Committee to challenge the data and discuss apparent differences. The Committee agreed that spending by the school was roughly in line with the other three maintained primary schools of a similar size.		
<b>9.</b>	<b>Policy Schedule</b>		
9.1	The updated Policy Schedule was circulated to the Committee prior to the meeting, and it was noted this work had been completed for this term.		
<b>10.</b>	<b>Standing items</b>		
10.1	The next Health & Safety Committee meeting is to take place in December 2016.		
10.2	Changing rooms – nothing new to report.		
10.3	Spending on the Pre-school – discussed in the Budget Monitoring Report – see item 6.8 above.		
<b>11.</b>	<b>Any Other Business</b>		
11.1	There being no other business the meeting closed after item 12 at 8.58 pm.		
<b>12.</b>	<b>Summary of Impact on Standards and Progress</b>		
12.1	Full GB and Committee meetings now end by reflecting on what the meeting has achieved to further school improvement.		
12.2	The Committee agreed that, at this meeting, it had: <ul style="list-style-type: none"> <li>• Greater awareness of spending in line with other maintained primary schools of a similar size, by benchmarking the data;</li> <li>• Understood the financial risks of taking responsibility for the Pre-school, and considered appropriate plans for the future; and</li> <li>• Considered all aspects of the Mobilising Local Energy Investment (MLEI) initiative and look to move forward with energy saving ideas.</li> </ul>		

### Finance & Premises Committee Action Points – 10 November 2016

F&P 2 2016/2017 AP No:	Action Point	By Whom	Outcome
1.	3.3 SBM to obtain a fresh quote for the plinth to support the sculpture.	SBM	
2.	3.3 SBM to obtain a grid stamp.	SBM	
3.	3.3 SBM to finish typing up the handwritten asset register.	SBM	
4.	3.3 The Head to provide staff with a budget overview to help them understand the pressures (May 2017).	Head	
5.	3.3 The Chair to undertake random spot-checks on GPC spending, and will review financial procedures in the Office.	Chair	
6.	3.4 SBM and RJ to investigate a proposal to set up a separate charity account for school trips and report back to the next meeting.	SBM/RJ	
7.	6.8 Outstanding issues to be addressed by SBM with Playgroup: <ol style="list-style-type: none"> <li>1. How much money Pavilion Playgroup will be transferring to the Trustee Account;</li> <li>2. Charitable Trust Governing Instrument to be finalised;</li> <li>3. New Bank Account to be opened;</li> <li>4. Final accounts from Pavilion Playgroup to be audited and submitted; and</li> <li>5. Pavilion Playgroup to be dissolved and Charity Commission advised.</li> </ol>	SBM	